

**M e m o r a n d u m**

Date: December 4, 2009

To: Dunsmuir Grade Inspection Facility  
Attention: Lieutenant W. F. Wedderburn

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.17044.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on September 14, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across three property areas: general inventory control, telecommunications, and weapons (see Attachments B, C, and D). This command was not assigned any vehicles; thus, there is not a fleet inventory record. Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 149 items (a). The statistically-valid sample at a 95 percent confidence level  $\pm$  5 percent error rate provided a total stratified sample size of 46 items when rounded up to the next whole number (d).

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
<b>ICU Decals</b>	82	55.03%	24.21	25
<b>Telecommunications</b>	39	26.17%	11.51	12
<b>Fleet</b>	0	0.00%	0.00	0
<b>Weapons</b>	28	18.79%	8.27	9
<b>Total</b>	149			46

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 43 of the 46 items were located. One item could not be located (propane tank – see next paragraph for further details) and two items were transferred to other

***Safety, Service, and Security***

Dunsmuir Grade Inspection Facility

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commands. Furthermore, three of the 43 items require a correction be made to the property record and one of the three items was noted to need a replacement decal. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, five of the six items reconciled. One item was not listed on any OPI inventory list (propane tank). The propane tank is a large fixed tank used to supply the entire inspection facility with propane gas. An asset number could not be located on the tank and the serial number located on the tank did not match the propane tank listed on the predetermined property inspection list. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by March 4, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

  
M. C. A. SANTIAGO, CIG  
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field  
Northern Division  
Fiscal Management Section  
Telecommunications Section  
Office of Inspections, Audits Unit

# ATTACHMENT A

**OFFICE OF INSPECTIONS, AUDIT UNIT  
PROPERTY INSPECTION DISCREPANCY REPORT  
DUNSMUIR GRADE INSPECTION FACILITY - 147  
September 14, 2009**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
ROUTER	130594				X		Item transferred to Information Technology Section, signed CHP 266 attached.
AIR COMPRESSOR 5HP	97101			X			Serial number correction, X11X257R041M. Replacement tag needed.
Propane Tank	F2457	X					Item not located.
Scanner	R53881			X			Item located in sergeant's office.
Hand-Held Radio	R66177			X			Item assigned to employee ID# 15407, add to vehicle/misc. field.
Hand-Held Radio	R68653				X		Employee transferred to Red Bluff Area effective July 1, 2009. Transfer list attached.
Propane Tank			X				Item located on-site. No asset number and no record in database.

# ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL  
2009 ICU PROPERTY RECORD INSPECTION REPORT  
DUNSMUIR GRADE INSPECTION FACILITY - 147**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
<b>PROPERTY INSPECTION LIST TO EQUIPMENT</b>								
1	116291	CAMERA DIGITAL	S0101645079	X				
2	117775	PRINTER	USBB242544	X				
3	124470	BREATH ANALYZER	049713	X				
4	126866	RADIOLOGICAL SURVEY METER	182113	X				
5	130594	ROUTER	JMX0724L2QR			X		Item transferred to Information Technology Section, signed CHP 266 attached.
6	133598	FAX MACHINE	F03150	X				
7	133662	UPS BATTERY UNIT	9328BY00M475300461	X				
8	135085	PRINTER	USGNS43476	X				
9	137098	DETECTOR GAMMA RAY	26566	X				
10	139992	COMPUTER	2UB5410JXK	X				
11	149897	Uninterruptable Power Source	AS0716130154	X				
12	151535	COMPUTER	2UA7230H74	X				
13	151538	COMPUTER	2UA7230H7F	X				
14	151542	COMPUTER	2UA7230H50	X				
15	151548	COMPUTER	2UA7230H6W	X				
16	151552	COMPUTER	2UA7230H4T	X				
17	151553	COMPUTER	2UA7230H3R	X				
18	151556	COMPUTER	2UA7230H1M	X				
19	93539	CAMERA STILL INSTANT PICTURE	K4KJMGZUHBE	X				
20	94748	SCALES ELECTRONIC	1365	X				
21	97101	AIR COMPRESSOR 5HP	X11X257R041W	X			X	
22	97711	JACK HYDRAULIC 22-TON	G9409001494	X				
23	AF01738	SCANNER 7400C	TW13RA0138	X				
24	XRR0374	PAS DEVICE	18219	X				
								Serial number correction, X11X257R041M. Replacement tag needed.

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL  
2009 ICU PROPERTY RECORD INSPECTION REPORT  
DUNSMUIR GRADE INSPECTION FACILITY - 147**

ATTACHMENT B

ASSET #		DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
25	XRR0539	PAS DEVICE	18384	X					
<b>EQUIPMENT TO INVENTORY LIST</b>									
1	129881	SWITCH SUPERSTACK II	7ZNV4AFCCD8	X					
2	130679	ROUTER	JMX0724L2SB	X					
3	141026	FILE SERVER	2UX54101WC	X					
4	148883	PRINTER	CNRXL48760	X					

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

# ATTACHMENT C



**CALIFORNIA HIGHWAY PATROL**  
**2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT**  
**DUNSMUIR GRADE INSPECTION FACILITY - 147**

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
<b>PROPERTY INSPECTION LIST TO EQUIPMENT</b>										
1	F2457	Propane Tank		09626449		X				Item not located.
2	R38721	Pager		410BJS4286	X					
3	R53881	Scanner	PER EMAIL	1/14/09	45006685	X			X	Item located in sergeant's office.
4	R62734	Hand-Held Radio	10738		402AWW4920	X				
5	R63549	Hand-Held Radio	10429	MM 08-040	402AWY1166	X				
6	R63585	Hand-Held Radio	10709	MM 08-084	402AWY1241	X				
7	R65673	Hand-Held Radio	16790	MM #08-044	402AWY7622	X				
8	R66177	Hand-Held Radio		AREI-09	402AWY9281	X			X	Item assigned to employee ID# 15407, add to vehicle/misc. field.
9	R66299	Hand-Held Radio	15484	AREI-08	402AWYA035	X				
10	R68653	Hand-Held Radio	16313	MM #08-044	402AXE7687			X		Employee transferred to Red Bluff Area effective July 1, 2009. Transfer list attached.
11	R68934	Hand-Held Radio	16006	AREI-08	402AXE8708	X				
12	R88938	Battery Charger - Radio				X				
<b>EQUIPMENT TO INVENTORY LIST</b>										
1	R67279	Hand-Held Radio	13820	AREI-09	402AXA4528	X				
<b>EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND PROPERTY LIST)</b>										
2		Propane Tank			M0325209		X			Item located on-site. No asset number and no record in database.

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

# ATTACHMENT D

Department of California Highway Patrol  
Complete Area Inventory  
147 - Dunsmuir Grade IF

ATTACHMENT D

August 31, 2009

Officer Issued Weapons

Issued to officer					
ID#	Last Name	First Name	Ser#	Control#	Comments
Y					
Y					
Y					
Y					
Y					

Issued to officer:

Officer Issued Weapons Total:

Area Issued Weapons

Ser#	Control#	Comments

Complete Area Inventory

147 - Dunsmuir Grade IF

August 31, 2009

[REDACTED]		
<u>Issued to Area/Division</u>		
<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
Y [REDACTED]		
[REDACTED]		
Y [REDACTED]		
Y [REDACTED]		
[REDACTED]		

Issued to Area/Division: [REDACTED]

[REDACTED]		
<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
[REDACTED]		
[REDACTED]		

[REDACTED]		
<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
[REDACTED]		
[REDACTED]		

[REDACTED]

[REDACTED]		
<u>Issued to Area/Division</u>		
<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
Y [REDACTED]		

Issued to Area/Division: [REDACTED]

Area Issued Weapons Total: [REDACTED]

Area Grand Total: [REDACTED]

## OTHER SUPPORTING DOCUMENTS

147-01

FROM (COMMAND NAME)

LOCATION CODE

PREPARED BY

DATE \_\_\_\_\_

TO (COMMAND NAME)

LOCATION CODE

NUMBER BOXES/PIECES IN THIS SHIPMENT	
--------------------------------------	--

07/07/2009

Dunsinuir

147

SHIPPED VIA

DRIVER'S SIGNATURE

☐ SSU truck    ☐ Other (specify):

## EQUIPMENT

MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

Destroy Previous Editions

147-02

**From:** Judy Chavez  
**To:** AIMS\_ALL  
**Date:** 3/16/2009 7:35 AM  
**Subject:** Transfers -- PAGE 4 OF 9 - OFFICER VOLUME TRANSFER - (CONTINUED)

CHP2 00021 03/16/09 08.34.19  
 PRS5 00034 03/13/09 16.49.30

N 001 ALL COMMANDERS

FISCAL MANAGEMENT SECTION - TRAVEL & REVOLVING FUND AND PAYROLL UNIT  
 PAGE 4 OF 9

RE: OFFICER VOLUME TRANSFER - (CONTINUED)

NAME AND I.D. NUMBER	FROM	TO
GLACE, C.C. #17549	320 CONTRA COSTA	330 REDWOOD CITY
GODINEZ, O.A. #18380*	435 FRESNO	450 MADERA
GOMEZ JR., G. #17542*	465 MODESTO	265 STOCKTON
GOMEZ, J.M. #16968	252 SOUTH SACRAMENTO	285 YUBA-SUTTER
GONZALEZ JR., H. #17727*	620 WINTERHAVEN	625 EL CENTRO
GROEN, K.L. #11318	365 SOLANO	320 CONTRA COSTA
HAYNES, J.F. #18026	730 MONTEREY	160 WILLOWS
HEFELE, J.W. #17399	655 SAN GORGONIO PASS	840 RIVERSIDE
HEIM, D.R. #18701	535 EAST LOS ANGELES	350 MARIN
HINES, R.N. #17287	575 ALTADENA	590 CENTRAL LOS ANGELES
HOLLAND JR., C.R. #17120	575 ALTADENA	590 CENTRAL LOS ANGELES
HOLLYWOOD, D.H. #17012	860 SAN BERNARDINO	650 OCEANSIDE
HORNE, D.E. #17604	335 SAN FRANCISCO	245 PLACERVILLE
HOWELL, J.B. #18830	770 MOORPARK	495 COALINGA
JACKSON, R.B. #18156	580 WEST VALLEY	770 MOORPARK
JALOMO, J.S. #18386*	645 SAN DIEGO	650 OCEANSIDE (BILINGUAL BYPASS) (ONE-YEAR ASSIGNMENT)
JENSEN, R.J. #17141	150 UKIAH	151 CLEAR LAKE
JIMENEZ, R.C. #13378*	370 OAKLAND	335 SAN FRANCISCO
JOHNSON, E.S. #14975	160 WILLOWS	130 RED BLUFF

147-03

JONES, B.D. #16313

147 DUNSMUIR GRADE  
INSPECTION FACILITY

130 RED BLUFF

JONES, E.J. #18227

565 WEST LOS ANGELES

260 RANCHO CORDOVA

JOSLIN, M.R. #18736

580 WEST VALLEY

255 SAN ANDREAS

KEFFER, J.A. #16408

160 WILLOWS

130 RED BLUFF